

**POSITION:** Nursing Assistant (5D), GS-621-5**NUMBER OF VACANCIES:** 3 Full-time positions.**TYPE OF APPOINTMENT:** Temporary, not to exceed 13 months, may be extended up to three years depending on workload and funding.**SALARY RANGE:** \$26,482 to \$34,423 per annum**POSITION DESCRIPTION:** 1413A**NOTE 1:** Applications received by 11/24/03 will be given first consideration for this position.**NOTE 2:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 3:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 4:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 5:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.**NOTE 6:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.**NOTE 7:** This is a Non-Bargaining Unit position.**TOUR OF DUTY:** Position is dayshift, M-F. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Patient Care Services Division. Although this position is located at the Portland OR Division at this time, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**AREA OF CONSIDERATION:** Any US Citizen.

**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. Performs a variety of personnel care or nursing care activities, which do not require practical or vocational nursing licensure, or professional nurse education. Performs work assisting other medical personnel in the diagnosis or treatment of patient illnesses or medical conditions. Assists doctors and nurses in the performance of diagnostic examinations by performing duties such as monitoring vital signs, preparing and positioning the patient, or by performing a variety of routine diagnostic tests. Assists the physician in a variety of diagnostic examinations such as lumbar puncture, minor surgical procedures, pap smears, bone marrow and insertion of test tubes by positioning and draping patient and setting out and passing instruments. Reports observations of the condition of acute or chronic phase patients such as excessive vomiting, bleeding, type and amount drainage, skin integrity, patency of airway, etc. Assists physicians and nurses in the care of the ill receiving medical, surgical, and psychiatric or outpatient treatment. Observes and reports to the professional nurse changes in patient behavior, attitude, bodily complaints, and appearance, experiencing extremes of behavior, including drug or alcohol abuse. Recognizes emergency situations and intervenes while awaiting assistance. Provides nursing treatment for acutely ill patients whose needs require advance skill such as suturing wounds, insertion of chest tubes, placing patient on cardiac monitor, taking EKG's, performing upper airway suctioning. Enters specific information onto the patients' records or charts. Follows designated charting technique to post to patients' charts that provides a daily outline or summary of the patients' care. Performs a wide variety of duties aimed at increasing the comfort and spirit of the patient. Identifies and reports data relative to more complex patient situations including subtle changes in patients' behavior or condition, or variances related to neurological signs, vital signs and other parameters. Teaches patients and family members the necessity to continue the procedure for proper health care.

**QUALIFICATION REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualifications Standards for GS-621 series apply and may be reviewed in the Human Resources Management Division.**Specialized Experience:** Incumbent must have one (1) year of specialized experience is required that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-4 level in federal service. Current CNA license is recommended.**Substitution Of Education For Specialized Experience:** Four (4) years course of study above high school of successfully completed education above the high school level, with courses related to the occupation. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

**Rating Factors:** On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS**. Failure to respond to rating factors will result in applicant not being referred for the position: 1. Ability to perform procedures commonly performed by Nursing Assistants such as catheterizing, irrigating, and suctioning patients; and other supporting procedures such as patient charting and patient/family teaching. 2. Knowledge of equipment terminology. 3. Knowledge of drug terminology. 4. Knowledge of standard medical terminology. 5. Skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.

**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- OF-306, "Declaration for Federal Employment" (**REQUIRED**).
- SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility). (if applicable)
- SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)
- On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above (**REQUIRED**).
- Appropriate proof of ITCAP and CTAP eligibility. (if applicable)

**HOW TO OBTAIN FORMS:**Forms are available online at [www.portland.med.va.gov/hr](http://www.portland.med.va.gov/hr)**In Portland**

VA Medical Center, Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)  
Portland, OR 97239. Phone # (503) 273-5236

**If Mailing:**

VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **First consideration will be given to those who apply no later than 11/24/03, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

RL/rgf